

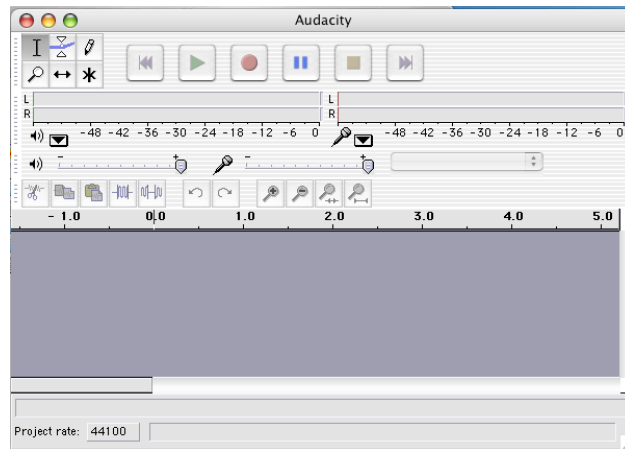


Steps to RECORD in AUDACITY



Recording Your Voice for a Lecture Format

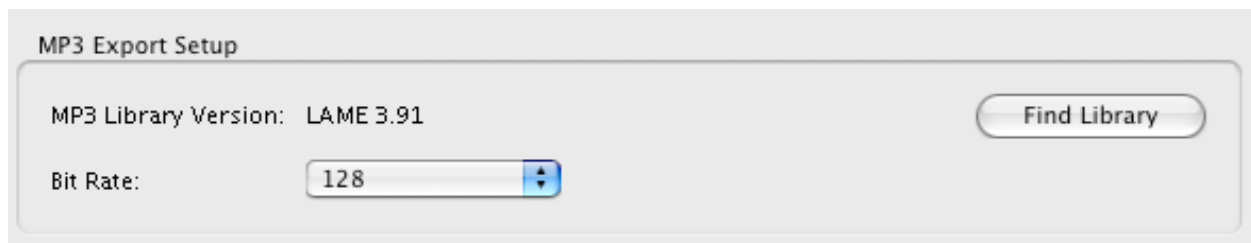
- Open Audacity to the recording window



- Menu bar > File > Preferences > Audio I/O tab and select your microphone (input)



- File Formats tab: Set up LAME plug-in (See Audacity and LAME Install handout)



□ Click the Record button to start recording - a new track will appear.



□ Click the Pause button to pause - recording will continue after pause.



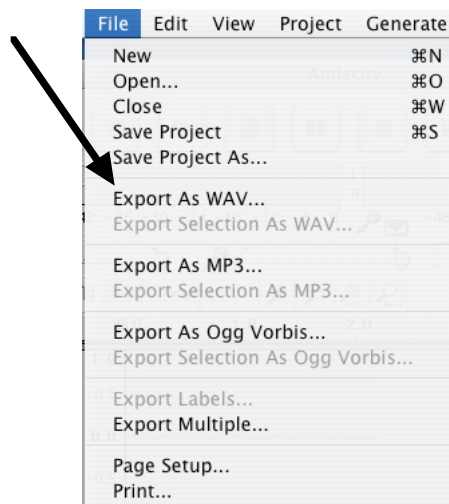
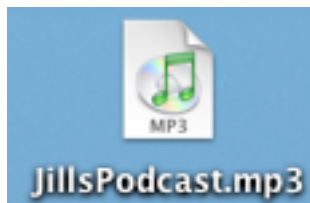
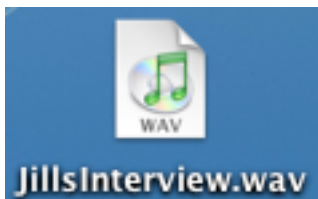
□ Click the Stop button to stop. After a Stop action - the next record will automatically start a NEW TRACK.



Exporting as a WAV or MP3 file

Choose your format as dictated by the ending results. .WAV files can be heard on the Internet, in e-mails, and in programs. MP3 files can be heard iTunes and on iPods. Your files **MUST** be in this format to be downloaded to MP3 players.

□ Menu bar > File > Export As WAV or MP3. The files "Saves" in the native format of .aup.



Saving as QuickTime Audio File

By converting this WAV file to a QuickTime format - both Mac and PC operating systems can access it using the FREE QuickTime software program. (<http://www.apple.com/quicktime>)

- Open the QuickTime program.
- Menu bar > File > Import > your .WAV file

The extension .WAV changes to the .mov format (audio minus the video). Be sure to check for size - as very large files cannot be emailed or may take a long time to "render" (download). This .mov (audio) file can be a hyperlink in your AppleWorks, MS Word, or Mozilla documents for a "personal" touch. In AppleWorks - you can drag the sound file to the document and it will appear where the blinking cursor is located. (Teachers - this is great way to demonstrate a foreign language or give directions.) In MS Word you need to insert the sound file as a Movie. (File Menu > Insert > Movie and choose the file.)

NOTE: If you convert your document to the pdf format - the sound file does not appear. Remember - a pdf file is like a screen shot or picture of your document, so active pieces (animation, sound, or movie clips) will not work.